

## Summary Notes for Completion of the Proxy Form

1. Please write your name in the field shaded yellow.
2. The Rules of EBCLT state that one third (or the number nearest one third) of the Trustees must retire at each AGM. A retiring Trustee is eligible for re-election. The three retiring Trustees are all standing for re-election. Prof Peter Vergo also has applied to become a Trustee

The Rules of EBCLT state that the maximum number of Trustees is 9. Before the AGM 9 Trustees were in place. With the compulsory retirements a total of up to 3 trustees can be elected at the AGM.

This means you can vote for a **maximum of three candidates** in the Trustee elections. If you cast a vote for all four, your votes in the election of Trustees are invalid and must be disregarded.

3. If you do not indicate a choice by either voting "for", "against" or "abstain, the Chair has full discretion to cast the votes for you.
4. The proxy form must be signed and dated to be valid.
5. If possible, please print, complete, sign and scan the proxy form and send it by email to [admin@eastbergholt-clt.org](mailto:admin@eastbergholt-clt.org) by 17:00 on 30 May 2020.
6. If you do not have the ability to print the proxy form, please send an email to [admin@eastbergholt-clt.org](mailto:admin@eastbergholt-clt.org) and we will arrange to post a form to you. In view of the timetable and the potential delay in the postal system, such a request should be made as soon as possible.
7. To be effective, all original proxy appointments must be lodged at EBCLT's address at Gothic House, Gaston Street, East Bergholt CO7 6SD no later than 30 May 2020, or if sent by e-mail to [admin@eastbergholt-clt.org](mailto:admin@eastbergholt-clt.org) received no later than 17:00 on 30 May 2020.